

OUT OF CITY AGREEMENT INSTRUCTIONS

1. Pg. 1, after “Grantor,” list the name(s) of all owners of the parcel or property on which the side sewer will be located (outside of the City limits). If you need more lines, mark the box and attach another page with the names of the additional owners. Number the additional attached page(s) as the last page of the document. On the first page fill in the number of the page on which the additional names of the Owners/Grantors is listed.
2. Pg. 1, after “Legal Description (Abbreviated):” If there is room, fill in the complete legal description of the property that the Grantor owns that is covered by this Agreement, i.e., the property that will contain the side sewer. If there is insufficient room for the complete legal description, abbreviate it, and mark the box for “additional legal description.”
3. Pg. 1, after “Assessor’s Tax Parcel ID NO(S),” fill in the tax parcel number(s) (as shown on the tax assessors’ statements) for all of the properties described above.
4. Pg.2, in the first blank, before (“Owner”), list the names of all the owners that you listed on page 1 as Grantors, i.e., all owners of the property on which the side sewer is located.
5. Pg. 2, after “City of ____”, fill in the name of the City in which the property is located, if it is located in an incorporated City. If not, cross out and initial the deletion.
6. Pg. 2, in the space after “State of Washington:” fill in the complete legal description of the Owner’s property on which the temporary side sewer will be located. This legal description should be the same as on page 1 after “Grantor’s Property:”, unless the description on page 1 had to be abbreviated for space.
7. Pg. 3, after “Type(s) of permit sought:” fill in “Side Sewer” and/or any other permit applications for which this agreement is being executed.
8. Pg. 3, after “Date(s) of Application,” fill in the date or dates that the applications listed on the line above were made.
9. Pg. 3, after “Application Number(s):,” list the application numbers of the applications listed above.
10. Signatures, Acknowledgements and Notary pages. Each owner of property covered by this Agreement must complete the signature page and have a notary notarize the signature.
 - Individual Owners:
 - If the owners are individuals, each owner must complete one of the signature blocks on the signature page marked “Individual.” There are two signature blocks per page; if there are more than two individual owners, print out and complete additional pages as needed. Number any additional pages to follow consecutively after the first signature page.

- Print the owner's name and address on the lines labeled "Printed Name" and "Address."
 - Have a notary complete the notary block and notarize the document.
 - Number the signature page with the number following the number on the page containing the permit application numbers.
- Entity Owners:
 - If any of the owners are entities rather than individuals, those owners must complete a signature block on the signature page entitled "CORPORATE , PARTNERSHIP, LIMITED LIABILITY COMPANY Or OTHER LEGAL ENTITY OWNER." Each entity owner must complete a signature block. There are two signature blocks per page; if there are more than two entity owners, print out and complete additional pages as needed. Number the additional pages to follow consecutively after the first entity signature page.
 - For each entity owner, enter the date the document is signed on the Date line and the name of the entity owner on the signature line.
 - Print the name of the entity Owner on the "Printed Name" line.
 - Fill in the Address of the entity owner above the Address line.
 - The person signing on behalf of the Owner should sign the line following "By:."
 - Print that person's name on the line labeled "Printed Name."
 - After "Its" indicate the title/authority of the person signing the document on behalf of the entity.
 - Have a notary complete the notary block and notarize the document.
 - If there are no individual owners, number the signature page with the number following the number on the page containing the permit application numbers. If there are individual owners, number the signature page with the number following the number on the last Individual signature page.

11. If you want copies, make as many copies of the completed document as you want. Return the original of the completed document to DCLU for recording.